

FRESNO, CALIFORNIA

CLASS SPECIFICATION

DEPUTY MAYOR

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Deputy Mayor is a stand alone classification in the Legislative series. Incumbent works closely with the Mayor, City Manager, and department heads in the development and implementation of City policy. Incumbents exercise considerable judgment and discretion related to the administration and operational activities of the City and may represent the Office of the Mayor as requested.

The Deputy Mayor is distinguished from other classifications by its responsibility for assisting in the development and implementation of City policy.

Deleted: the third level in a three level

Deleted: the Chief of Staff to the Mayor

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

FRE- QUENCY

Deleted: 1.

Deleted: Daily¶
15%

Deleted: Identifies and develops solutions to issues facing the City.

Deleted: Oversees the gathering of and assessment of information from departments, the field, and constituents used in the formulation of City policy.

Deleted: Insures that input from the Mayor, staff, constituents, and Council members is obtained and considered in policy development processes.

Deleted: Commission and Board members

Deleted: 6.

Deleted: Develops and administers the Office of the Mayor's budget, including preparing cost estimates for budget recommendations and monitoring project expenditures.

Deleted: Weekly¶
10%

Deleted: 7

Deleted: Responds to urgent matters, crises, and emergencies, serving as a representative of the Mayor and City.

Deleted: 8

Deleted: Represents the Mayor at various functions and on various committees.

1. Manages policy initiatives, including the coordination of special study committees, research preparation, and presentation of special studies and reports.
2. Manages special projects and advises on and approves aspects of special programs administered on behalf of the Mayor by other departments.
3. Identifies emerging issues of importance to the City and its citizens; analyzes issues and advises the Mayor, City Council, the City Manager, and executive management on issues.
4. Works closely with department heads, Council members, and Executive Management.
5. Provides oversight of Education Liaisons.
6. May represent the Mayor on Boards, at public events, and at various meetings.
7. Reviews and proofreads speeches, newsletters, and other communications documents; may write speeches, remarks, and related materials.

Daily
10%

Daily
10%

Daily
10%

Daily
5%

Weekly
10%

Weekly
10%

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§.	Serves as a spokesperson for the City on various issues.	Weekly 10%	Deleted: 9
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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
1.	Develops and recommends policies and programmatic initiatives to further the Mayor's goals.	Monthly 10%
1b.	Performs other duties of a similar nature or level.	As Required

Deleted: 10

Deleted: 1

Training and Experience (positions in this class typically require):

- Bachelors Degree in Business Administration or Public Administration or in related field and four years of public sector administrative experience.
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Licensing Requirements (positions in this class typically require):

- Valid State of California Driver's License, Class C.

Knowledge (position requirements at entry):

Knowledge of:

- Management practices in public administration;
- Principles and practices of City organization, management, and administration;
- Public administration concepts and theories;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Community and public relations principles and practices.

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Skills (position requirements at entry):

Skill in:

- Using a computer and related software applications;
- Analyzing, interpreting, and reporting research findings;
- Interpreting and making decisions in accordance with applicable laws, regulations, and policies;
- Implementing public relations initiatives;
- Exercising initiative, ingenuity, and sound judgment in solving difficult and complex administrative and technical problems;
- Speaking in public;
- Preparing and presenting clear and comprehensive oral presentations;
- Exercising initiative and resourcefulness in meeting new problems;
- Preparing clear, concise, and comprehensive reports, records, correspondence, and other written documents;
- Interpreting facts and policies and making sound decisions regarding said policies;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 12/2007